



Mid Coast Outreach Incorporated

General Monthly Meeting

1	Welcome and Acknowledgement to Country	
2	Attendees: Sharon Chamberlain, Jasmine Chamberlain, Jessica Carroll, Michelle Martin, Tracey Minns, Bernadette Matherson	
3	<p>Apologies:</p> <p>New Members</p> <p>Reinstate</p> <p>Tracy Davis</p> <p>Helen Aitken and AJ</p> <ul style="list-style-type: none"> • Requested to Stand down from committee Rebecca Ryan. Thanks to her contribution for 12-18 months • Helen Aitken AJ and Tracey Minns to become new members • Helen lectures at Newcastle University, AJ is a computer engineer – Contributing website/social media help, IT reports • Reinstate Bernadette as a member • Secretary – Tiffany has accepted. Tabled by Bec, 2nd by Jazz • Sharon contacting two local business owners to be potential Treasurers. Currina to stand down. • New committee members – Bernadette Matherson and Tracey Minns have accepted. <p style="text-align: right;">Tabled by Bec, 2nd Jazz</p>	
5	<p>Actions from previous Meeting (complete, in progress)</p> <ul style="list-style-type: none"> • From President's Report • ACNC Annual Information Statement- Tiffany and Sharon to <ul style="list-style-type: none"> • Complete. • Financial Report for November 2023 - remains outstanding. • Sharon is managing a lot herself, meaning snap decisions are made. She is getting mentoring from Westpac and regional bank CEOs, social hub connect. • Sharon has started ACNC information requirements. Tiffany to help with the Treasury report. This is to be finished before Christmas. • No November financial report, only December report 	
6	<p>Correspondence In/ Out - Sharon Chamberlain</p> <ul style="list-style-type: none"> • As per outlook • J Brooklyn discussion (Expertise, a huge plus) Head of Professional social hub for organisations and philanthropy (Mentoring) • ETC Tursa • Contracts regarding expansion of MCOI • Important correspondence outlined in President's Report • Routine correspondence with Foodbank etc. 	
7	<p>President's Report</p> <ul style="list-style-type: none"> • Report - Sharon Chamberlain is attached. • New positions • Clients on Centrelink will receive hamper. All voted. • Official Continuation plan for recovery organisation. • 22 Dec 23 - 3 Volunteers Tursa long-term volunteers - \$600 (8 weeks) <p style="text-align: right;">Tabled by Tracey, 2nd by Michelle.</p>	

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8	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Written Report • Community: Opening - 132.11, 1259.63dr 1586.55cr, Closing: 458. Donations from Foodbank, United Church \$100, CF 335. Expenses Elders, insurance, Pest Control, Foodbank <p>Shop: Opening - 2843.08, 4323.59dr, 4675.55cr, 3195.39. Outstanding: 300 to pay back to community. Shop takings 4163, EFT cash credit 2500, 1700 takings</p> <p>Rent, insurance, storage units has been paid No council rates paid for the last 6 months. 387.75 to be paid for the next 7 months</p> <p>Grants: Opening 18093, 2636 dr, no cr, closing 15456 Expenses include grant officer, volunteer manager, Indeed ad, Rebecca Ryan Money from Tursa's 18 job placements every 8 weeks will inject income \$3600 every 2 months (Will go to Foodbank). Tabled by Michelle, 2nd.</p> <p>Bank Signatories</p> <ul style="list-style-type: none"> • Scott FE is no longer volunteering and will no longer be a signatory. • Michelle Martin will be signatory. • Rebecca Ryan is standing down. • Tiffany Huynh will be a signatory. • Tracey Minns will be a signatory. • Sharon Chamberlain remain as signatory <p>Moved Jasmine Chamberlain Seconded Rebecca Ryan</p>	
9	<p>Fundraising</p> <ul style="list-style-type: none"> • Raffle tickets sold for Xmas 2023 prizes (Worth \$4500) • Volunteers are needed to canvas businesses in Wingham to sell tickets. • Tracey Minns and Tracey (new volunteer to sell tickets on Fri morning 8/12/23 in front of Newsagency/plaza • Michelle and Sam to sell tickets on Tues 12/12/23 in front of the Newsagency/plaza. • Raffle is drawn on 22/12/23. • Donations received and taking in raffle tickets (\$50 sent by our account) • Money boxes need to be emptied out before Christmas. • Received a Fairywren \$20 donation, Jasmine sold watermelon (300 tt sales) • Twilight market cancelled. 	
10	<p>Bulahdelah Outreach</p> <ul style="list-style-type: none"> • Stronger volunteer and community collaboration • Move to scout hall contract in the new year. Better access, private car park, fully enclosed, shower/washing machine set up (Great for homeless/remote clients). Scout assistance with bbq cooking, badges. (In exchange with buying Foodbank items, 2 ETC laborers). Possible future collaborations • No new clients this month but 6-8 clients from Girvan • Girvan clients have taken a book of raffle tickets and a list of prices to sell. 	
11	<ul style="list-style-type: none"> • Workforce Australia: Jessica preparing training job descriptions and how to for Volunteers (3 pages) • New starters in 3 weeks 	

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12	<p>Volunteer Manager</p> <ul style="list-style-type: none"> • Volunteer Manager Report by Jessica Carroll • Review of Volunteer induction book, updating volunteer info in contact spreadsheet, organize soft copy filing system online via SharePoint drive, formal supervision template for one-on-one volunteer meetings • Jessica attended a professional development workshop with Centre for Volunteering via zoom (29/11/23): Inclusive volunteering and continuous improvements. • Potential idea: A year in review video for MCOI volunteers showcasing their work. • Anonymous feedback system for volunteers and how to be more inclusive. • Tursa has mentioned lack of transport is a barrier for volunteers. • Jessica is a great fit for the organisation. 	
13	<p>Grant / Tender Officer</p> <ul style="list-style-type: none"> • Report - Sharon CHAMBERLAIN • Building request from landlord for things needing permission. Will help grant application for the shower to be approved. • 2/11/23 Grant seeking emails, follow up on future grant applications, media pro bono grant application finalized. • Sharon worked 6 days a week - volunteer management and interviews. • Triple A grant tracker, Perpetual grant (for Van, a secondhand van grant might be a good idea per Jayden's advice) • Meetings with Tursa 	
14	<p>Lansdowne Outreach</p> <ul style="list-style-type: none"> • <i>Shelved until next year.</i> 	
OTHER BUSINESS		
15	<p>WHS Work Health and Safety</p> <ul style="list-style-type: none"> • Incident reports 	
16	<p>Policy and Procedures</p> <ul style="list-style-type: none"> • Incident - \$50, 40, \$50 and \$19 and \$30 cash gone missing 	
17	<p>Website / e-shop</p> <ul style="list-style-type: none"> • Internet and social media presence is now underway. • Introducing Helen and AJ 	
18	<p>Building Maintenance</p> <ul style="list-style-type: none"> • Fitting Room completed • Itech results shelving Fresh food Friday. 	
GENERAL BUSINESS		
19	<p>Other Items</p> <ul style="list-style-type: none"> • ETC – Workforce Australia placement started. Roles: laborer, admin assistant, shop assistance • Secret Santa • Tursa Update • Townies, Wingham Fire Station about Christmas party (22 Dec 23, 1- 3pm). • Committee Christmas/New Year gathering Date 9/12/23. 	
20	<p>Next Meeting</p> <ul style="list-style-type: none"> • There will no January meeting due to the festive season/ holidays. Recommence in February 	
21	<p>Meeting Closed at 6.00 pm</p>	